

# Kansas Safe Routes to Schools Program

## Application – FY 2005-06

Please complete the information below and include it as the first page of the proposal. Review the Application Guidance prior to filling out the application. The person identified as the “Contact” will be the main point of contact for KDOT staff.

**Applicant** (name of organization): \_\_\_\_\_

**Organization Type:**              School District              City              County              State              Other

**Sponsoring Public Authority:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**School District:** \_\_\_\_\_

**School Names:** \_\_\_\_\_

**Type of Funding Requested:**                      Phase 1                      Phase 2

*For Phase 2 requests, please choose a program approach:*

                    Infrastructural              Noninfrastructural              Both program approaches

**Amount of Funding Requested:** \_\_\_\_\_

\_\_\_\_\_  
**Signature and Title of Person Submitting Proposal\***

\_\_\_\_\_  
**Date**

\*By signing, applicant admits to being authorized to sign for \_\_\_\_\_ (name of organization) and that all information contained herein is true and correct to the best of his/her knowledge.

**Submissions** - Three (3) complete sets of the application (including all support material) must be submitted with a postmark of **no later than August 25, 2006**. Mail applications to Lisa Koch, State Safe Routes to Schools Coordinator, Kansas Dept of Transportation, Bureau of Traffic Engineering, 700 SW Harrison, 6<sup>th</sup> Floor, Topeka, KS 66603-3754.

*Please answer the following questions in as much detail as possible. If the question is not applicable to your particular situation, please indicate this in your narrative.*

## **Application Questions**

### **Section 1: What are the current conditions for bicycling and walking in your school area? (Maximum 3 pages)**

- a) What are the obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s)?
- b) What are the current risks facing children who walk and/or bicycle to your school(s)?
- c) Cite any other concerns such as accident data, traffic counts, demographics, community and school surveys or audits, speed limits, environmental factors as appropriate, etc.
- d) Include a description of the affected student population and a brief history of the neighborhood traffic issues that might provide some context and background for the project.
- e) Complete the following information for each school affected by the proposed program:
  - School name
  - Student population
  - Grades of students at school
  - Estimated number of students who currently walk to school
  - Estimated number of students who currently bike to school
  - Percentage of students living within two miles of the school
  - Distance eligibility for riding a bus (radius) in miles
  - Number of children not eligible for busing
  - Number of students expected to benefit from your program
- f) Describe any existing activities at the affected school(s) that educate or enhance walking or bicycling to school.
- g) Provide a map indicating a 2-mile radius of the school and identify the general area with existing infrastructure and the proposed changes. Internet mapping sources, such as Google Maps, will be acceptable. Please limit map sizes to no larger than 8.5 inch X 11 inch.

**Section 2: Describe your proposed project/activity. How will the project/activity help to solve the concerns that were identified in Section 1? (Maximum 3 pages)**

Describe the proposed project/activity:

- a) What is the project/activity?
- b) For Phase 1 activity: Describe how your activity will create a SRTS plan that will include governmental sponsorship, public involvement/education, baseline evaluation, and specific plans for a Phase 2 project/activity.
- c) For infrastructural projects: Describe how your project will change the built environment.
- d) For noninfrastructural programs: Describe how your activity will change walking/bicycling behaviors amongst students.
- e) How will the proposed project/activity address identified concerns in Section 1?
- f) Who will be the target population for your project/program?
- g) Who will maintain the project/activity? List the financial resources and document the commitment to continued maintenance/management.

**Section 3: Describe your timeline from project/activity start to finish. (Maximum 3 pages)**

For Phase 2 Infrastructure projects, permits and clearances from various local, state, and federal agencies may be required. Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, and time schedules that may affect their project.

Refer to Addendum A for potential requirements for a construction project. It is only a guideline. Working with community partners and governmental resources will help you to identify specific permits and clearances for your project.

- a) Based upon receiving written “authorization to proceed” from KDOT on October 1, 2006, how quickly can you begin your project/activity? Please indicate milestone dates from which progress can be indicated. Note that the dates indicated will become part of the contractual agreement if this project/activity is funded. Failure to make substantial progress of the milestones by the dates indicated could result in termination of the project/activity funding. Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects in this grant cycle must be completed by no later than October 1, 2008.

**Section 4: Who are your partners? What collaborations have you created to ensure the success of your project/activity? (Maximum 3 pages)**

Provide information on the consultation and support for this project/activity.

- a) Participating Organization. List the participants and the roles they played in the development of this proposal. Include Resolutions of Support and Administration from the participating school district, participating school principal(s), and government entity acknowledging their participation in this project/program.
- b) Supporting Organizations. Identify organizations that are in concurrence with this project/program and *include a letter of support from each identified partner*. (Possible project partners may include school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, nonprofit groups, bicycle clubs, local businesses, other community group, etc.)

**Section 5: How will you measure your success? What method will you use to determine whether more children are biking or walking to school? (Maximum 3 pages)**

Progress reports will be required at appropriate intervals of your project/activity. Dates for the reports will be determined based on the timeline of your project/activity.

Describe how you will measure your project/activity's success?

- a) Identify your project/activity outcomes.
- b) How will you measure your outcomes?

Your measurement should, at a minimum, include before and after data of the following:

- Total number of students reached
- Number of students bicycling safely
- Percentage of those students bicycling that wear helmets
- Number of students walking safely
- Number of students bused
- Number of students driven

**Section 6: Cost estimate for projects/activities.**

Include a detailed spreadsheet of all anticipated eligible costs. Refer to Addendum B for examples.

Indirect costs will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Examples: depreciation and use allowances, general administration and overhead, project administration expenses, operation and maintenance expenses, etc.

## **Addendum A**

### **Permitting and Environmental Assessments**

According to the Nation Environmental Policy Act (NEPA). Categorical Exclusions are “a category of actions which do not individually or cumulatively have a significant effect on the human environment...and for which, therefore, neither an environmental assessment nor an environmental impact statement is required”. Examples of typical projects that qualify for Categorical Exclusion may include:

1. Traffic signal modifications
2. Pavement markings not affecting the number of through traffic lanes
3. Anti-skid treatments
4. Curb and/or gutter repairs and construction of curb ramps for improved accessibility
5. Bridge rehabilitation activities including:
  - Bridge rail replacement and upgrading
  - Bridge deck overlay and waterproofing
  - Expansion joint replacement and upgrading
  - Bearing replacement and upgrading
  - Substantial repairs to deck including partial or full-depth patches
  - Painting of al structural steel for a particular bridge
  - Stringer replacement for a portion of the superstructure
  - Repairs to damaged rails, corroded or damaged structural steel members, and deteriorated areas of concrete elements including sidewalks, curbs, watertables, girders, and portions of the substructure above ground or water.
6. Lighting and electrical work including:
  - Continuous and tower lighting
  - Tunnel lighting
  - Temporary lighting
  - Bridge lighting
  - Pedestrian lighting
  - Pumping station
  - Highway advisory radio
  - Control systems for changeable lanes
  - Traffic monitoring systems
  - Changeable message signing
7. Erosion control work which may also include slope repair and reconstruction
8. Storm sewer installations to eliminate open ditches runoff storage/retention
9. Impact attenuator and glare screen installations
10. Highway/railroad grade crossing improvements
  - Repair/rehabilitation of crossing proper
  - Rehabilitation of immediate roadway approaches
  - Upgrading of crossing protection
11. The following restoration-type projects:
  - Retaining wall restoration
  - Fencing

- Guardrail replacement and upgrading
  - Substantial pavement and shoulder patching
  - Resurfacing
  - Restoration of drainage structures
12. Installation of turning lanes
  13. Junkyard screening
  14. Upgrading safety features
  15. Approval of utility installations along or across a transportation facility, excluding longitudinal installations within the access control lines of Interstate and freeway rights-of-way
  16. Alterations to existing buildings to provide for noise reduction
  17. Emergency repairs under 23 USC 125 which do not substantially change the design of the facility and which are initiated during or immediately after the occurrence of a declared national disaster

The above list is only a partial tool to help in your assessment. As an applicant, it is your responsibility to identify and provide all necessary local permits and NEPA materials that may be required of your project.

## Addendum B

### Sample Completed Budget for a Phase 1 Activity

<b>Item</b>	<b>Requested SRTS Funds</b>	<b>Value of Donated Goods or Services</b>	<b>Total Costs</b>
<i>External Personnel</i>			
Traffic Engineering Consultant for safety audit (\$100 per hour)	\$4,000		\$4,000
Survey Research Consultant for baseline data gathering (\$40 per hour)	\$2,000		\$2,000
<i>Internal Personnel</i>			
N/A			
<i>Equipment and Supplies</i>			
Digital camera	\$300		\$300
Curriculum: Safe Walking and Bicycling	\$800		\$800
<i>Promotion/Advertising</i>			
Newspaper ads promoting program and public meetings	\$500	\$500	\$1,000
<i>Printing</i>			
Walkability Checklists	\$50		\$50
<i>Facility Rental</i>			
City Center Recreation Room: Public Meeting		\$150	\$150
<i>Other</i>			
N/A			
<b>Total</b>	<b>\$7,650</b>	<b>\$650</b>	<b>\$8,300</b>

## Sample Completed Budget for a Non-Infrastructure Activity

<b>Item</b>	<b>Requested SRTS Funds</b>	<b>Value of Donated Goods or Services</b>	<b>Total Costs</b>
<i>External Personnel</i>			
Joe Smith, Certified Cycling Instructor. Training grades 4-6 (\$40 per student)	\$4,000		\$4,000
Consultant to implement encouragement program (\$50 per hour)	\$5,000		\$5,000
Graphic Designer (\$30 per hour)	\$400	\$400	\$800
<i>Internal Personnel</i>			
Jane Clark, Volunteer Coordinator	\$1,500		\$1,500
<i>Equipment and Supplies</i>			
Markers for mapping project	\$50		\$50
Maps for children's bicycling and walking study	\$100		\$100
Blinking safety lights	\$800		\$800
<i>Promotion/Advertising</i>			
Newspaper ads promoting driver safety	\$300	\$500	\$800
<i>Printing</i>			
500 Bicycling and Walking Safety Brochures	\$500	\$500	\$1,000
<i>Facility Rental</i>			
City Center Recreation Room		\$150	\$150
<i>Other</i>			
Refreshments for day training	\$100	\$100	\$200
<b>Total</b>	<b>\$12,750</b>	<b>\$1,650</b>	<b>\$14,400</b>



### Sample Completed Budget for an Infrastructure Project

<b>Item: 200' Sidewalk Project</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Requested SRTS Funds</b>	<b>Value of Donated Goods or Services</b>	<b>Total Costs</b>
<i>Preliminary Engineering</i>						
Excavation and overburden removal	166	Cu. Yards	\$20.00	\$3,320		\$3,320
Reconditioning	6451	Sq. Ft.	\$0.80	\$5,160		\$5,160
Tree removal	8	Each	\$300.00	\$2,400		\$2,400
Concrete removal	826	Sq. Ft.	\$1.50	\$1,239		\$1,239
Asphalt removal	2000	Sq. Ft.	\$1.50	\$3,000		\$3,000
Tree replacement	8	Each	\$500	\$2,000	\$2,000	\$4,000
<i>Materials</i>						
Sidewalk	5184	Sq. Ft.	\$5.50	\$28,512		\$28,512
Sidewalk ramp	267	Sq. Ft.	\$12.50	\$3,337		\$3,337
Trunkated domes	32	Sq. Ft.	\$50.00	\$1,600		\$1,600
Flagstone wall	1	LS			\$4,500	\$4,500
Concrete pavement	1467	Sq. Ft.	\$7.00	\$10,269		\$10,269
Asphalt pavement	1467	Sq. Ft.	\$3.00	\$4,401		\$4,401
Curb and gutter	550	Linear Ft.	\$30.00	\$16,500		\$16,500
<i>Maintenance</i>					\$20,000	\$20,000
<i>Other Construction Expenses</i>						
Materials testing	1	LS	\$5,000	\$5,000		\$5,000
Mobilization	1	LS	\$5,000	\$5,000		\$5,000
<b>Total</b>				\$91,738	\$26,500	\$118,238